



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: August 11, 2021

Closing Date: Until Filled

Job Listing Identification Number: 14735667

State Class. No. and PayGroup: 3637/B17

State Job Title: Court Coordinator

FLSA Status: ☒ Exempt ☐ Non-Exempt

Agency Job Title: Court Coordinator

Location: Houston, Texas

Monthly Salary Range: \$3,446.05

Type of Job: ☒ Full Time ☐ Part Time

Remarks:

Travel Required: ☒ Yes 15%

Job Description:

Perform routine program administration work and technical assistance for a Child Support Court. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Duties include the following: schedule, track and manage cases and assist in courtroom proceedings to ensure cases are completed within timeframes established by state law; prepare reports to determine court effectiveness; assist in developing court guidelines, procedures, and standards for achieving court goals; evaluate court activities.

Essential Job Functions:

- Proficiently operate automated case management software program by entering case information data and generating standard and ad-hoc reports.
- Create and maintain docket or calendar system for tracking and managing cases as they proceed to disposition.
- Coordinate court dates, court files, room availability and court reporter availability with other court personnel and parties.
- Assist judge with court proceedings, as required, including recording of some proceedings.
- Schedule hearings and trials in compliance with applicable statutory timeframes as determined by judge.
- Develop, coordinate, and maintain hearings and/or case record keeping and filing systems or other systems as necessary.
- Prepare routine and special correspondence, reports, forms, and documents.
- Generate special reports or analyses to monitor and evaluate compliance with case

disposition timeframes.

- Respond to routine and non-routine inquiries; explain court policies and procedures.
- Serve as the public's primary, initial point of contact with the judge's office. Communicate effectively with court personnel, lawyers, judges, staff and others.
- Obtain and maintain office supplies and equipment.
- Coordinate travel arrangements as necessary.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Two years of college. May substitute full-time experience in a related field as described in the essential functions for the required education on a year-for-year basis.
- Two years of experience in an administrative or office environment or supporting legal or judicial personnel.
- Skill in the use of computer equipment, word processing, and spreadsheet software, and automated systems.

Preferred Qualifications:

- Graduation from an accredited four-year college or university.
- Knowledge of legal and technical terminology, of business English and spelling, of hearing procedures, and of the use of legal records.
- Working knowledge of office practices and administrative procedures in the legal/judicial or related field.
- Knowledge of child support cases.

Employment Conditions:

- Sit for long periods of time.
- Operate office equipment and computer systems.
- Adhere to the Code of Judicial Conduct pertaining to the activities of court personnel.
- Requires some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct court business.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

27D, 270A, LN, 4421, 4422, 44, 4430, 5JoX1

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

To Apply:

All applications for employment with the Office of Court Administration must be submitted electronically through www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources at OCAHumanResources@txcourts.gov or at 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.